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## MARYLAND PORT ADMINISTRATION

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# Tenant Alert

## North and South Locust Point Marine Terminals

**August 9, 2005**

The Maryland Port Administration is excited to announce a new and more effective way of registering your visitors and vendors for them to gain terminal access.

We will be implementing a new, web-based, electronic program called iVisitor that will give you the ability to self-register your visitors in “real time.” iVisitor will improve the efficiency of registering your visitors and vendors, eliminating the need to e-mail or fax the Maryland Port Administration.

Your firm is requested to allocate two individuals to be assigned as “Tenant Administrators.” The training, which will be provided by iVisitor staff, is designed to provide them with the knowledge necessary to administer as well as train other individuals within your company. Please advise staff listed below by **e-mail** of the names of your two designated administrators and their e-mail addresses.

Going forward, the Tenant Administrator shall have the responsibility of maintaining the employees of your company who would be allowed to input visitor and vendor information into the program.

A User Guide is available on the iVisitor web site once you are enrolled by clicking on the “help” button. The User Guide is prepared as an easy-to-follow manual on how to use the iVisitor service.

The projected launch date for iVisitor is August 22, 2005. All visitors/vendors requiring entry to the North and South Locust Point Marine Terminals must be pre-registered into the iVisitor website application before their arrival. Your training must occur PRIOR to the launch date.

Training by iVisitor personnel will be Wednesday, August 17 at 2 p.m. and Thursday, August 18 at 10 a.m. at Point Breeze, 2310 Broening Highway, in Conference Room A on the 2<sup>nd</sup> floor. Training will take approximately 1 hour. Please contact the MPA employee staff listed below to schedule your company's training.

At the present time, only North and South Locust Point Marine Terminals will make use of this program with expansion into other MPA terminals to follow in the near future.

If you have any questions or concerns, as well as to schedule your company's training, please do not hesitate to contact us directly.

Thank you.

Rick Costello  
Manager, Operations Systems  
Phone: 410-633-1048  
E-mail: [rcostello1@mdot.state.md.us](mailto:rcostello1@mdot.state.md.us)

Mary Jane Norris  
Manager, Port Operations Services  
Phone: 410-633-1181  
E-mail: [mjnorris@mdot.state.md.us](mailto:mjnorris@mdot.state.md.us)

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